LEADS
Longitudinal Early-Onset Alzheimer's Disease Study

LEADS Data Sharing & Publication Policy

LEADS is a multicenter collaborative project to advance understanding of sporadic early-onset (young-onset) Alzheimer's disease using a variety of longitudinal measures, including clinical, imaging, fluid biomarkers and genetics. The goals of LEADS can be best achieved through collaborative and open access to data and biospecimens, while respecting the intellectual contributions of principal- and co-investigators. This document presents the LEADS policies for access to data, access to biospecimens, and publications. The development of these policies was greatly aided by the availability of policies developed for the Alzheimer's Disease Neuroimaging Initiative (ADNI), Dominantly Inherited Alzheimer Network (DIAN), the Alzheimer Disease Cooperative Study (ADCS), and the Longitudinal Familial Frontotemporal Dementia Study (LEFFTDS) and Advancing Research and Treatment in FTD (ARTFL) studies, now combined as ARTFL-LEFTDS Longitudinal Frontotemporal Lobar Degeneration (ALLFTD).

As originally defined by the DIAN data sharing policy, LEADS will follow the principles of Productivity (with Recognition of the investigator who develops a research idea and does the work to publish it), Transparency, Fairness, and Inclusiveness. The following policies regarding access to LEADS data are intended to provide structure to the request process, respect for intellectual contributions, and standards regarding security/confidentiality.

Definitions

Data – all information pertaining to, but not limited to, the following: demographics, clinical, family history, neuropsychological, measures derived from neuroimaging, neuroimaging data files, and measures derived from biofluids. This includes the raw data in digital format and data derived from analyses of clinical, neuropsychological, neuroimaging and biofluid samples and measures.

Biospecimens – samples of DNA, RNA, plasma, serum, CSF, PBMC, fibroblasts, brain tissue, etc., and any products derived from these samples (including but not limited to proteins, induced pluripotent stem cells, etc.).

LEADS Executive Committee

LEADS is governed by its Executive Committee. This committee is tasked with decisions regarding study design, conduct and issues concerning planned or other major data analyses.

Data Sharing Committee

The Principal Investigators have designated a group of co-investigators to serve, along with the PIs, on a Data Sharing Committee of LEADS. This Committee will be responsible for the review of data requests.

Publications Committee

The Principal Investigators have designated a group of co-investigators to serve on a Publications Committee of LEADS. This Committee will be responsible for the review manuscripts reporting analyses conducted using LEADS data.

Types of analyses and related requests for data or biospecimens

Level 1 analyses are those that are specified in the specific aims of the project from the original grant application to the NIH. The Principal Investigators will be responsible for conducting the analyses and writing the manuscripts that relate to these specific aims. The Principal Investigators may designate a colleague to take the lead in conducting the analyses and/or drafting the manuscript, but the ultimate decision is that of the Principal Investigators. The timing of Level 1 manuscripts will be left to the discretion of the Principal Investigators. The submission of these manuscripts must be approved by both the LEADS Executive Committee. In the spirit of collaboration and inclusiveness all site Co-investigators will be invited to participate as co-authors, with the expectation that all site Co-investigators will meet the minimum requirements for authorship. The Principal Investigators, in consultation with the lead author(s), will determine the order of listing of co-authors; when not otherwise determined, authors will be listed alphabetically.

Level 2 analyses are those proposed by LEADS Principal and Co-investigators that are not among the specific aims. Data requests will be reviewed by the Data Sharing Committee. LEADS Principal and Co-investigators may nominate a colleague or trainee within their team as a leader of such analyses or perform the analyses themselves. Level 2 manuscripts require approval by the Publications Committee. All site Co-investigators will be invited to participate as co-authors. Authorship order will be as stated above.

Qualified researchers who are not Investigators or Co-investigators in LEADS should contact the Data Sharing Committee if they are interested in accessing LEADS data or biosamples.

Requesting Data

Data requests should be submitted in writing to the LEADS Data Sharing Committee. A standardized application process will be developed that will ask the requestors to specify the principal hypotheses, the materials needed (variables, imaging data, biospecimens, etc.), the analytic plan, and assurance of non-overlap with planned LEADS analyses and other requests (note: this will often require a consultation with the LEADS Leadership). An IRB approval will be required prior to releasing LEADS data.

Data requests will be reviewed using the following criteria:

- Scientific merit and feasibility (e.g. availability of LEADS resources to fulfill the request)
- Appropriateness of the investigator's qualifications and resources to protect the data

After a request is approved and IRB approval of the proposed analyses is verified, de-identified data will be made available through the LONI interactive data portal to investigators to conduct analyses. All analyses will be based on data sets that have been QCed, cleaned and frozen at regular intervals as determined by the LEADS Executive committee. Data freezes will be influenced by the rate of recruitment.

Biospecimen Sharing

Biospecimens (blood, blood products, and cerebrospinal fluid) from LEADS participants are a scarce commodity and will be released in a manner that parallels the levels of hierarchy described above. Requests for biospecimens will be reviewed by the LEADS Executive Committee and Data Sharing Committee. Biospecimen samples will be distributed through the National Cell Repository for Alzheimer's Disease (NCRAD). An MTA will be required for all biospecimen distributions. The MTA will specify requirements for returning results and leftover samples, proper acknowledgment, and any biospecimen-specific procedures. Biospecimen requests may be rejected despite scientific merit if the distribution would substantively deplete the available samples.

Returning Results

New data generated through analyses of LEADS datasets must be provided to the Publications Committee prior to submission of the manuscript for publication for review for possible inclusion in the project database or into another NIH-approved government database such as dbGap or NIAGADS. A six-month embargo will be placed on returned data to allow publication of results.

Manuscript Review

If a data request is approved for a Level 2 analysis, the requestors must agree to prepare a manuscript in a timely manner, determined jointly by the requestors and the LEADS Data Sharing Committee. The requestors must submit the manuscript and derivative variables from their analyses to the LEADS Publications Committee prior to submission. The LEADS Publication Committee reserves the right to request changes to the manuscript. Reasons for doing so may include, but are not limited to, avoiding substantial conflict or overlap with other LEADS publications, and ensuring proper description of informed consent, approach to confidentiality, acknowledgement of LEADS investigators and funding sources, and disclosure of potential and actual conflicts of interest.

Abstracts

In many meetings, abstracts are often featured in press releases and thus might receive media and professional attention. Hence, both abstracts and full-length manuscripts must be approved by the LEADS Publications Committee. Because abstracts are sometimes prepared under relatively stringent time constraints, authors must submit abstracts at least 2 weeks in advance

of the due date to the LEADS Publications Committee. The LEADS Publications Committee reserves the right to require modifications of the abstract if there are concerns with data validity and integrity, confidentiality, acknowledgement of LEADS investigators and funding sources, substantial overlap or conflict with other LEADS abstracts and manuscripts, and lack of proper disclosure of potential and actual conflicts of interest.

Authorship

Collaborative engagement is a key to deciding fair and collegial authorship. In general, first authors of any LEADS publication should be the ones who generate the first draft and who take principal responsibility for crafting the final version. For Level 1 and Level 2 manuscripts, the senior author(s) should be the principal investigator(s). All co-authors must meet appropriate standards for authorship such as making substantial contributions to study data collection and/or analyses, and a meaningful contribution to the writing and/or revision of the manuscript's intellectual content. All publications based on LEADS data must also include "for the LEADS Study Group" as an author.

Protection of Confidentiality

All precautions to ensure confidentiality must be taken by recipients of LEADS data. The final dataset will be stripped of identifiers prior to release and will be transferred only with encryption and password protection by the LEADS data management team. The code linking a subject's identity to data will be maintained in a secure place and will only be accessible to research staff on a need to know basis. All LEADS sites are required to execute a LEADS-specific Certificate of Confidentiality with the IRB application before they are approved to enroll subjects.

Obligations incurred when accepting LEADS data:

- Acceptance of LEADS data obligates the recipient to cite/reference all LEADS funding sources in any presentation or publication that may result from this research. Language will be included in each LEADS publication following listed authors. Please see paragraph at end of this document.

- Should publications result from the use of LEADS data now or in the future, the recipient agrees to notify the LEADS Publication Committee with details (full reference and PubMedCentral ID#) and provide a copy of the publication so that the projects may report productivity derived from our resources to the funding agency, the NIA. All LEADS publications require compliance with the National Institutes for Health public access policy.

- Should the research utilizing LEADS data result in funding now or in the future, the Investigator will be required to notify the LEADS Executive Committee and provide all necessary details (grant title, sponsor, number, dollar total, and dates) so that LEADS may report productivity derived from our resources to NIA.

- As described in the "Returning results" section above, new data created through analysis of LEADS data must be provided to the LEADS Publication Committee prior to manuscript

submission for possible inclusion in the LEADS database and other NIH-approved governmental databases. Such data will be subject to distribution in future LEADS datasets.

- No sharing of data with a third party is allowed without permission of the LEADS Executive Committee.

Required Acknowledgement Language

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David Wolk, MD – Site PI, University of Pennsylvania

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Rema Raman, PhD – ATRI, Director of Biostatistics
Thomas Wingo, MD, PhD – Site PI and Genetics and Biorepository Core Leader Co-Investigator
David Wolk, MD – Site PI, University of Pennsylvania